

Track Changes - Tips, Tricks, and Answers

Track Changes

Word has a powerful tool that allows you to keep track of changes as they are made, which is particularly useful when more than one person works on the same document. You can adjust how Word tracks and displays changes easily by following the tips in these articles.

The following articles are available for the 'Track Changes' topic. Click the article's title (shown in **bold**) to see the associated article.

[**Accepting All Formatting Changes**](#)

Tired of wading through a bunch of formatting changes when you have Track Changes turned on? Here's how to accept all those formatting changes so you can get to the other, more substantive changes.

[**Accepting Only Formatting Changes**](#)

When you use Track Changes in a document, Word marks everything that changes. (Makes sense, huh?) If an editor makes a lot of formatting changes, that can clutter up the important stuff you want to review. Here's how to accept just those formatting changes so you can remove the clutter.

[**Changing How Changes are Noted in Word**](#)

Do you want to modify how Word marks changes in your document? It's easy to do, if you know where to look.

[**Changing Revision Bar Thickness**](#)

Ever wonder how to customize the way the Track Changes feature displays revision bars at the side of changed material? This tip explains what you can and can't change.

[**Consolidating Changes under a Single User**](#)

When using Track Changes, you may want to have your edits appear to be those of a different user. Here's how to fool Word into thinking you are someone else.

[**Counting Changed Words**](#)

Track Changes is a handy tool for those who need to see how a document changes over time. If you have a long document with lots of changes, you may want to know how many words in the document were changed due to insertions and deletions. Here's how to get the information you want.

[**Deleting Table Columns with Track Changes Turned On**](#)

If you are editing a document with Track Changes turned on, Word won't let you delete a column in a table and have it marked as a change. There are ways around this problem, which are discussed in this tip.

[**Disabling Track Changes Completely**](#)

Have you ever had problems with a document because you accidentally pressed a keyboard shortcut? The good news is that you can disable individual shortcuts. Here's how.

[**Displaying Edits by Date**](#)

Track Changes is a great tool; it allows you to see what changes were made in a document

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and then determine whether you want to accept those changes or not. It could be very helpful to view changes by the date on which they were made. This tip discusses how you can view changes in this manner.

[Examining Tracked Changes in a Macro](#)

The Track Changes feature in Word is very handy when you need to see what edits are made to a document. Using a macro, you can even access the changes to see what they are. Here's how to get at the most elemental of the change information.

[Finding Changes Made by Two People](#)

The Track Changes feature in Word can be very helpful when multiple people are working on a document. What if you want to find changes, though, made by two people to the same text? Word doesn't make this particularly easy, and there may be no good solution to the problem.

[Getting a Warning for Mark-up](#)

Many people, when collaborating on a document with others, use the Track Changes feature to show the effects of their editing. When printing your document, you may not want Word to include these changes in the printout. You can instruct the program to warn you if you try to print and there are any tracked changes or comments in the document.

[Getting Rid of Mark-up](#)

Word includes editing tools that allow you to track what changes you've made in a document. Making the tracked changes go away can be a bit confusing unless you know how Word deals with those changes. Here's a brief overview of what you need to know.

[Hiding Formatting Changes in Track Changes](#)

Word can easily (and handily) keep track of changes you make in your document. You may not want all your changes tracked, however. For instance, you may not want Word to keep track of changes you make to your formatting. Here's how to adjust what Word tracks.

[Making Simple Mark-up the Default for Track Changes](#)

Word allows you to view any tracked changes in your documents in a variety of ways. Here's how you can make one of those ways the default in your documents.

[Making Sure Changes and Comments are Anonymous](#)

When using Track Changes, Word normally notes the originator of a particular comment or change. This information can then be displayed so that other readers can know who did what. If you want comments and changes to be anonymous, then there are a couple of things you can do, as described in this tip.

[Making Word Stop at the End of a Document when Reviewing Changes](#)

The Track Changes tool is a great help when you want to see what edits have been made to a document. When you review those changes to resolve them, how you interact with Word can have a bearing on how those changes are displayed. This tip explains how this review process works.

[Pasting Text with Track Changes](#)

Track Changes is a great tool for developing documents. If you want to copy text from one document to another, with tracked changes intact, you'll need the info in this tip.

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[Printing Documents without Mark-up](#)

If you have a document with Track Changes turned on, you can accumulate quite a bit of "mark-up" in it. Here's how you can print the document without that mark-up showing up.

[Printing without Track Changes Marks](#)

If your document has a lot of mark-up visible in it, you may want to print a copy of the document that doesn't reflect those changes. Here's how to get the clean output you need.

[Protecting Tracked Changes](#)

Track Changes is a great tool for editors and collaborators to use when creating documents. An author, seeking changes from editors, may want to protect a document so that nobody else can accept or reject changes made in the document. This tip explains how that protection can be achieved.

[Protecting Your Revisions](#)

Want to protect your documents so that people can't edit them without you knowing about it? One way is to make sure that the document is protected so that only marked revisions can be made. Word makes this easy.

[Rejecting Changes in a Document](#)

When a group of people edits a document with Track Changes turned on, it can be tempting for one of the editors to use the "reject change" option to undo an edit by a previous individual. Doing so, however, makes it harder to see what editors actually changed. Here's how (and why) you should use the tools differently.

[Removing the Time Stamp from Tracked Changes](#)

When you have Track Changes turned on, Word helpfully tracks, well, "changes." In doing so, it also notes who made comments and when those comments were made. This tip looks at ways you can remove the date and time associated with tracked changes and, more specifically, comments.

[Resolving Tracked Changes in Footnotes or Endnotes](#)

Track Changes is a great tool that can aid in developing a document. If you have footnotes or endnotes in a document that uses Track Changes, you may be wondering how you can accept (or reject) just the changes in those notes. Here's how.

[Select All Changes by a Particular Reviewer](#)

The Track Changes feature in Word allows you and other editors to easily collaborate on the development of a document. If you want to see all the changes made by one particular editor, follow the steps in this tip.

[Setting Default Options for Track Changes](#)

The Track changes feature in Word is a great help in editing documents, particularly if you are working with others or your edits need to be reviewed by others. Word provides a way to modify how your changes are noted in a document, and Word should always retain those modifications. Here's what to do if your modification of the Track Changes settings are not retained.

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[Showing Only Added Text with Track Changes](#)

Do you want to change how Track Changes displays the mark-up in your document? Here's how you can completely hide deleted text so that only your added text shows up.

[Specifying How Changes are Marked](#)

If you want to configure how Word displays changes in your document, you may be at a loss as to where to start. This tip covers how you can change the mark-up display so that only vertical lines are displayed when there are changes.

[Stopping Automatic Changes from Being Tracked](#)

Track Changes is a great feature for keeping track of what gets changed in a document. There are some things (such as field results) that Word changes automatically. This can play havoc with what is shown by Track Changes. Here's why that occurs and what you can do about it.

[Track Changes Thinks the Editor Has Changed](#)

Track changes is a great feature to use when you want to show what has changed in a document. Word should note which editor made each change, but sometimes this portion of the feature can get messed up. Here's what you can do to fix this problem.

[Tracked Changes Notification when Opening](#)

If you have Word configured to show mark-up on-screen and you look through a document, it is easy to tell where changes have been made. It is a bit more difficult to find just a few changes in a long document, however. In such instances, it may be helpful to get some sort of visual notification, when you open a document, that there are changes in that document. This tip provides a couple of macros you can use to display just such a warning.

[Tracked Changes Won't Go Away](#)

Track Changes is a great tool when editing a document, but the ways that it affects your document can sometimes be confusing. If you have changes that don't seem to go away when you think they should, some of the answers could be found in this tip.

[Turning Off Track Changes Change Bars](#)

Word includes a feature that allows you to track changes made to a document. One of the ways in which Word marks your changes on a document is to include a change bar at the side of a line in which a change was made.

[Turning Track Changes Off for Selected Areas](#)

Track Changes is a great tool to use so that you can, well, "track" what changes are made during the development of a document. In some parts of your document, however, you don't particularly care if Word keeps track of what is changing. In those instances it would be nice to turn off the feature for selected areas of the document. While Word doesn't allow you to do this, there are some workarounds you can try to achieve the same desired result.

[Using Different Colours with Tracked Changes](#)

When changes are made in a document with Track Changes turned on, each author's changes are normally shown in a different colour. If you want your changes to show in different colours based on different editing passes, here's how to get the colour changes you need.

[Using Track Changes](#)

Track Changes is a valuable Word tool that allows you to automatically mark changes in your

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document. This is a great boon when you want to see what changes have been made by you or another editor.